

# PAYSTATION INFORMATION

## PAYSTATION ATTENDANCE CODES

Please ensure that the following drop down attendance selections are properly used when entering and authorizing payroll information in the PayStation system.

**HDO /Holiday – Day taken for holiday earned/**

Use when taking an earned holiday – enter 8 hours – enter day earned in comment section

**HLN /Holiday - Did not work/**

Use when a holiday falls on a regular scheduled workday and you take the holiday – enter 8 hours

**HOL /Holiday worked scheduled work day – earns a day/**

Use when a holiday falls on a regular scheduled workday and you work the holiday – enter 8 hours

**HDR /Holiday falls on DOR – earns a day/**

Use when a holiday falls on a regular day off (DOR) – enter 0 hours

**MUD /Make up day for Day Off Lost – spends a day/**

Use when taking an earned day off lost (DOL) – enter 8 hours – enter DOL earned date in comment section

**DOL /Day off Lost – earns a day/**

Use when working on a day off regular (DOR) – (example: attendance at in-service training) – enter hours earned – enter reason in comment section

**0 hours is only entered in conjunction with the DOR and HDR attendance codes.**

## CORRECTION OF ATTENDANCE OR OVERTIME ENTRIES

If an error in the reporting of attendance or overtime is discovered *after the PayStation entries have been approved*, a payroll discrepancy form must be submitted to the Payroll Section in order to correct the error. The Payroll Discrepancy Form is available on DocuShare. The Payroll Section will make the appropriate adjustment in the HRCMS (State Payroll System) and the MSP PayStation system.

Do not enter additional overtime hours the following week noting discrepancy in the comment section. The payroll Discrepancy Form is the only acceptable way to reconcile these types of errors.

When entering overtime both overtime drop down boxes must be completed before the system accepts the time. Please review the codes to ensure the proper selection of overtime codes in the secondary drop down box. Overtime remarks must be included and limited to 50 characters. (spaces included)

### **REVIEW OF INFORMATION PRIOR TO SUBMISSION**

Please review the accuracy of PayStation information prior to submission by opening the "View Entry Report" and checking to ensure that (1) complete information has been entered for each day of the week, (2) all attendance codes are correct, (3) overtime codes are correct, (4) time entries are correct, and (5) that appropriate comments have been included where required.

### **SUPERVISORY RESPONSIBILITY**

Supervisors will ensure the accuracy of all submissions prior to approval.

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